

# **STAPLEHURST PARISH COUNCIL**

## **STATEMENT OF ACCOUNTS**

for the year ending  
31<sup>st</sup> MARCH 2011

Income and Expenditure Account  
Balance Sheet and  
Supporting Statement

AWAITING AUDIT & ADOPTION

Mrs J S Bassett  
Parish Clerk & Responsible Financial Officer  
Parish Office, Village Centre  
High Street  
Staplehurst  
Kent  
TN12 OBJ

AWAITING AUDIT & ADOPTION

## STAPLEHURST PARISH COUNCIL

### Income and Expenditure Account for the year ended 31<sup>st</sup> March 2011

2009/2010		2010/2011
	<b>INCOME</b>	
70,000.00	Parish Precept	73,500.00
29,470.00	MBC Concurrent Functions Grant	29,071.00
222,961.00	Other Project Grants	31,561.00
4,275.62	MBC Playscheme, Summer Activities Grant & fees	0.00
99.00	Sales MBC Garden sacks	227.00
55.61	Interest on investments	53.12
0.00	Christmas Lights Project donations	265.00
171.65	Village Centre Contingency	173.47
<u>327,032.88</u>	<b>TOTAL INCOME</b>	<u>134,850.59</u>
	<b>EXPENDITURE</b>	
59,892.57	General Administration (Staff, Parish Office utilities, equipment, insurance, subscriptions, training, meeting & travel expenses, publicity & website costs.)	55,950.37
0.00	Capital Projects (Staple Drive Play Area 10/11)	17,981.00
4,045.11	Donations (09/10 to BTCV, CAB, CCDAS Sobell, RBL, Kenward Trust, KAA, Kent Youth)	4,825.00
3,673.32	Parish Street Lighting, Street Furniture, CCTV and repairs	5,520.08
1,933.88	Caretaker wages, equipment & maintenance	2,078.02
4,827.59	Playscheme	1,114.00
341,374.26	Jubilee Sports Field & Sports Pavilion Project	5,674.55
1,387.50	Youth Club (inc. £250 donation to Youth Outreach project)	3,525.37
2,683.69	Surrenden Playing Field & Trees	2,456.12
5,483.94	Churchyard maintenance	4,028.65
5,236.75	Christmas Light Project	3,438.40
350.00	Staplehurst Partnership	903.17
0.00	Public Convenience Maintenance	8,571.39
<u>430,888.61</u>	<b>TOTAL EXPENDITURE</b>	<u>116,066.12</u>
(103,855.73)	Balance of Income over Expenditure	18,784.47
199,165.30	Balance brought forward from previous year	95,309.57
<u>95,309.57</u>		<u>114,094.04</u>

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## Balance Sheet as at 31<sup>st</sup> March 2011

<b>2009/2010</b>			
		<b>LONG TERM ASSETS</b>	
0.00		None (see supporting statement below)	
		<b>CURRENT ASSETS</b>	
		PAYE overpayment	119.04
764.04		VAT Recoverable	1,061.58
118,603.15	119,367.19	Cash In Hand	120,056.88
			<u>121,237.5</u>
			121,237.50
		<b>CURRENT LIABILITIES</b>	
(21,083.79)		Accruals	(5,055.00)
(2,973.83)	(24,057.62)	Creditors	(2,088.46)
	<u>95,309.57</u>		<u>(7,143.46)</u>
			114,094.04
		<b>REPRESENTED BY:-</b>	
	29,032.85	GENERAL FUND	27,832.85
		<u>Ongoing Project Budgets:-</u>	
20,000.00		Allotment land purchase fund	20,000.00
9,830.00		Surrenden Playing Field pathway	9,830.00
7,250.00		Youth Forum/Detached Project	5,250.00
850.75		Staplehurst Partnership	3,750.00
10,750.00		Jubilee Sports Pavilion Project	10,750.00
1,139.87		Balance of underspends c/fwd	20,051.62
	<u>49,820.62</u>		<u>69,631.62</u>
			69,631.62
		<b>RESERVES</b>	
	16,456.10	Village Centre Contingency	16,629.57
	<u>95,309.57</u>		<u>114,094.04</u>

### Supporting Statement to the accounts

#### **LONG TERM ASSETS**

Assets have been treated as an expense item at the time of purchase for accounting purposes. As at 31.03.2011 the following assets were held:-

#### **COMMUNITY ASSETS**

Jubilee Field	Nil
Land north east of Bell Lane, Staplehurst	Nil
Lease purchase of Youth Club land from KCC	6,600

#### **BUILDINGS**

Jubilee Pavilion (insured replacement value)	500,000
Surrenden Pavilion (insured replacement value)	6,300

#### **OTHER FIXED ASSETS**

As listed on Fixed Asset Register 31.03.2011 held at The Parish Office (158,137)	158,662
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**LEASES** - As at 31<sup>st</sup> March 2011 the following Leases were in operation:-

<b>Lessor</b>	<b>Purpose</b>	<b>Annual Rent</b>	<b>Year of Expiry</b>
Maidstone Borough Council	Surrenden Playing Field	65.00	2019
Kent County Council	Youth Club Land Lease & Purchase	850.00	2050
Staplehurst Parish Council	Jubilee Field Management	5.00	2034
Staplehurst Parish Council	Lease of land for Guide Centre	5.00	2088

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The Lease from Kent County Council for the Youth Club Land includes an Option to Purchase at anytime within the term of the Lease. Each year £850 is paid to Kent County Council of which £250 represents rent and £600 represents capital towards the purchase of the land in 2050 at the agreed purchase price of £30,000 plus adjustment for rpi. As at 31<sup>st</sup> March 2011 a total of £6,600 towards the purchase price had been paid.

**New Lease** – Agreement had been reached for a new lease for the rental of Rooms 1, 2, 3 and 8 at Staplehurst Village Centre for a term of 3 years from 1<sup>st</sup> November 2007 at a combined annual rent of £4,200. Completion of the legal paperwork at 31.03.2011 remained outstanding and verbal agreement that the Lease may run on had been given by the Treasurer.

**EAR-MARKED RESERVES & ONGOING PROJECT BUDGETS**

- General Fund – Parish Councils are unable to borrow money without Government approval, which can be time-consuming to obtain. The sum of £27,832.85 is held for any unbudgeted or unforeseen emergencies that may require funds to be urgently applied.
- Parish Projects – The Council has set aside funding towards two parish projects in the next or future years so has ear-marked funds towards these; the re-establishment of Allotment provision and the upgrade of pathways at Surrenden Playing field.
- The Youth Forum/Youth Project now stands at £5,250 following a donation of £2000.00 made to Staplehurst Youth Club to support the employment of a Youth Worker and represents funds held by the Parish Council specifically for youth work within the parish.
- The Staplehurst Partnership – The KCC Grant was fully expended in this financial year in the production of the Housing Survey was published during the autumn. Work now continues on a Parish Plan. The remaining budget of £3,750 was carried forward for this work.
- Jubilee Sports Pavilion – Whilst the Sports Pavilion had been completed the balance of £10,750 has again been carried forward for pitch drainage works, which it is hoped to be completed early in the next financial year.
- The Village Centre Contingency fund stood at £16,629.57 following receipt of £173.47 bank interest during the year. There were no other movements in this account.

**TENANCIES** – None.

**SECTION 137 PAYMENTS** - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £6.15 per electorate for the benefit of people in the area, on activities or projects not specifically authorised by other powers. Electoral Roll stood at 4,383 resulting in a limit of £26,955.45 but no such expenditure was made.

**ADVERTISING AND PUBLICITY** – The Parish Council Website was maintained at a total cost of £150.00. Continuing improvements to the Website were planned during the year and will be implemented early during the next financial year. Postings on the forum continue to be monitored by the Parish Office and Website Group.

The Parish Council continued to produce a Quarterly Newsletter throughout the year and the sixth Annual Report of the Parish Council was also published and distributed to every household in the parish. The total cost of these has been £1,515 for the printing plus some additional postage to outlying areas. The majority of Newsletters and Annual Reports were delivered by Councillors and volunteers free of charge.

**PENSIONS** - The Clerk joined the Kent County Council Local Government Pension Scheme on 1<sup>st</sup> January 1997. For the year ended 31<sup>st</sup> March 2011 the Employer’s contributions were 16.9% of payroll.

Signed.....  
Chairman, Staplehurst Parish Council

Signed.....  
Parish Clerk & Responsible Financial Officer

Signed.....  
Mr T Kendrick, Internal Auditor

**AWAITING AUDIT & ADOPTION**